



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: CHANGES IN SERVICE
AND EXPENSE ORDER
PROCEDURES**

Number:

96/21

Date Issued:

October 10, 1996

Cancelled Effective:

The purpose of the Administrative Bulletin (AB) is to announce changes regarding the Service and Expense (S&E) Order procedures currently utilized to obtain services/rentals, such as equipment repair, janitorial services, etc.

The changes shall be implemented as soon as possible. The Department of General Services granted an increased advertising exemption from \$1,000 to \$5,000. The Contract and Audit Management Branch (CAMB) is establishing guidelines for preparing S&E requests up to \$5,000. Major components of the guideline package will include new forms, detailed bid requirements, and an option for direct payment for services totaling less than \$1,000.

The new process cannot be implemented until program staff attend training provided by CAMB. Staff selected to attend the training should be individuals that are responsible for securing the services of outside vendors and the preparation of requests for contracts. Training for headquarters staff will be held in October and November. Arrangements have been made to train institutional staff on an ongoing basis.

Please inform all persons concerned of the contents of this AB which shall remain in effect until deleted from Section 22030.9 of the Department Operations Manual and incorporated into Section 22040. Please direct any inquiries regarding this AB to Bill Whitney, Staff Services Manager I, at (916) 445-3897.

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